

Financial Statement Checklist 2025



Name: _____

Balance Date: 31 March 2025

Postal Address:

Telephone No:..... (Work)(Home)

..... (Mobile) (Fax)

Email Address:

Please advise if you would prefer us to visit you and collect your records.

IMPORTANT: Please answer all questions, if not applicable write N/A. The information you provide will be used for tax purposes. It is imperative that you ensure the information is accurate and complete. If you have any doubts please inquire.

Tick if Applicable otherwise enter N/A

The following information may be required to complete your annual financial statements. If applicable, please tick the appropriate box and provide details.

Records Required:

Records required

1. **Cashbooks** - (inwards & outwards) or **Computer Records** (trial balance and ledger printout and computer disk with backup of system) - summarised for the year and reconciled to the Bank Statement, and with GST showing separately on each item

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Bank Reconciliation Statement

Name and version of Software used

Software.....

Version Password

Bank Statements for the year for all business bank accounts plus one month after balance date (Check: are they all there?)

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Cheque Butts (Check: all there and clearly detailed?) - Plus one month after balance date

☐

Deposit Books (Check: all there and non-business deposits or unusual items clearly marked)

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Credit Card or money management account statements where used for business **with details.**

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All information is required where applicable. Time spent seeking information not originally provided may increase costs.

10

Costs.

Inventory cont.

Finished Goods \$.....

Check - is there any stock on consignment or sale or return?

Held by you -

Supplied by you -

10 Accounts Receivable (Debtors) - GST Inclusive

Value of debts owing to you at balance date after writing off all bad debts (complete attached list showing names and amounts) **See attached schedule** \$

Bad debts written off during the year (supply list please) \$.....

11 Accounts Payable (Creditors) - GST Inclusive

Complete list of accounts owing by you at the balance date, giving details of what the account is for and showing the GST amount for each item separately. Include holiday pay accrual at balance date. **See attached schedule** \$

or

Alternatively **mark the cheque butts** when the accounts are paid subsequent to balance date. (Remember to include PAYE due)

12 Cash

Unbanked takings at balance date \$

Petty Cash on hand \$

Do you have a shop till float? If yes, how much? \$

Was all income banked into the **Main Account**? YES/NO

If no, give details of income

- used for drawings \$

- used to pay wages \$

- used to pay other expenses (please list) \$

- banked into another account \$

13 Payments made from other funds

Give full of details of any business expenses which have been paid privately (eg, amount paid, to whom paid and nature of payment - wages, fuel etc)

14 Fixed Assets

Changes during the past year - dates, prices and details of assets.

Details of vehicles/machines/property/office equipment etc.

	Date	\$GST incl	Description
Brought			
Sold/Traded			
Leased			

(Enclose HP or lease agreement, lawyer accounts/statements, loan papers, independent valuations, GST invoices.)

15 Term Liabilities

Mortgages, Debentures & Loans

Most lenders provide annual certificates showing repayments during the year and the balance outstanding. Please provide certificates. Please provide details of any new loans raised during the year.

16 General

Home Office Expenses

If you use your home for any business activity, please complete the following:

Total floor area of house _____ SQM Floor Area used for business _____ SQM

House and contents insurance \$

Interest paid on mortgages \$_____

Rates (attach last rate demand) \$ _____

Repairs and maintenance (provide breakdown) \$_____

Telephone rental and business tolls \$

Power/heating	\$
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17 Private Use

Portion of expenses incurred to be allocated as private

	\$	or	%
Vehicles	_____		_____
Telephone & Tolls	_____		_____
Power	_____		_____
Goods for own use	_____		_____

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18 Entertainment Expenses

Please provide full details

☐

19 Solicitors Statements

Please provide all statements for business transactions or the sale and purchase of assets

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20 Has there been any **change in the nature of your business?**

YES/NO

If Yes, please provide details

☐

21 Are there any **contingent liabilities** existing at year end? (lawsuits, guarantees etc)

YES/NO

If yes, please provide full details

☐

22 Any **commitments under leases** for plant and vehicles? (if so, please attach copies of the lease agreements.)

☐

23 Any **hire purchase** contracts entered into this year?

If so, please attach copies of the contracts.

☐

24 Cell Phone

If your business owns and operates a cell phone, the IRD requires an adjustment to be made for private use. What percentage of cell phone usage is for private purposes?

☐

25 Rental Properties

If you own any rental properties and a rental property questionnaire is not attached, please contact our office and we will send you one.

☐

26 Working for Families (Family Support) (if applicable)

☐

Name of Children	Date of Birth	IRD Number
.....
.....
.....

Please Note: With the increased entitlement please ensure details are provided of all your children.

If your child has no IRD number, one will need to be applied for.

If your Taxation Calculations result in a **Refund** being due, **and** you are a Provisional Taxpayer, do you want that refund

Sent to you in full by **cheque**

☐

Direct Credited in full to your nominated bank account:

☐

OR

Used to offset your Provisional Tax liability, and/or ACC Levies, if any.

☐

Please provide any further details you may think relevant:

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Terms of Engagement

In supplying this information to **Murray Baxter Chartered Accountant**, I am requesting that they prepare my special purpose financial statements (except where the entity is a company) from the information and records I have provided. An audit or review of the information is not required. I accept responsibility for the accuracy of all information supplied. A copy of this disclaimer of liability will be attached to all special purpose financial reports.

I hereby give authority to **Murray Baxter Chartered Accountant** to communicate with and obtain information from my bank, finance and leasing company, the Inland Revenue Department or any other relevant organization in their completion of the annual financial reports.

I undertake to pay any accounting fees in full as they fall due on the 20th of each month for work started but not completed and at the completion of the work. This clause will not apply if an installment payment plan has been agreed in writing.

Client Signature

Date

Accounts Receivable Schedule (GST Inclusive)

[illegible]

Accounts Payable Schedule (GST Inclusive)

[illegible]